

Log in to OTCnet Offline

To log in to OTCnet Offline, complete the following steps:

1. Double-click the **OTCnet Offline (Production or QA)** icon located on your terminal desktop.

Or

Click **Start>Programs>OTCnet Offline (Production or QA)>Start OTCnet Offline (Production or QA)**. The *OTCnet Offline Server Start Up* page appears.



Application Tips

- If the icon does not reside in either location, contact your **Check Capture Administrator** to configure the terminal.
- If a terminal has more than one version of the OTCnet Offline application (Production or QA), do not run both at the same time, as running more than one version at a time causes errors.
- If the Offline server was not been previously started, enter your User ID and password to start up the Offline server.

2. Enter your **User ID** and **Password** in the appropriate text boxes. Click **Log In**. The *OTCnet Home Page* appears.



Application Tips

- To stop the OTCnet Offline application, click **Start>Programs>OTCnet Offline (Production or QA)>Stop OTCnet Offline (Production or QA)**.
- Stopping the OTCnet Offline application ensures the application is completely closed and that your OTCnet session is terminated securely.
- If more than one version of the OTCnet Offline application resides on a terminal, be sure to stop the correct version of the OTCnet Offline application (Stop OTCnet Offline Production or QA).